CHAPTER 335

APPENDIX A ACCRETION OF DUTIES PROMOTIONS

- 1. **PURPOSE.** To establish HRO Norfolk policy for processing accretion of duties promotion actions.
- 2. **DISCUSSION.** Accretion of duties promotions are noncompetitive actions. They are exceptions to the competitive process and will be rare. The following criteria will be met: (1) the major duties of the employee's old position are absorbed into the redescribed position, and the former is canceled; (2) the redescribed position has no known promotion potential; and (3) the additional duties do not adversely affect another encumbered position.

An accretion of duties promotion results from the gradual addition of duties to the employee's position, with the major duties of that position remaining intact, and the position becomes classifiable at a higher grade. This means that: (a) The process of accretion must be a gradual one, occurring over an extended period of time. The amount of time will vary depending on a variety of factors, but it is clear that higher level duties cannot simply be added to a position, such as when another employee leaves an organization and duties from the vacated position are then added to another position or positions; (b) The former position cannot be changed so that some or all of its major duties are removed. This would violate the requirement that the major duties of the old position are absorbed in the new; (c) An employee cannot be moved elsewhere in the organization. Even if the employee continues to perform some or all of the former duties at the new location, accretion of duties is the adding of duties to the employee's position, not the adding of the employee's duties to another position.

Accretion of duties promotions are bona fide exceptions to the Priority Placement Program (PPP). Accretion is not a technique to circumvent PPP placements. Accretion of duties promotions involve joint discussions/processes with accountable managers and the accountable position classification and staffing specialists.

The following situations are **typically** considered inappropriate for consideration as accretion of duty promotion actions: (1) transition from a one-grade interval position to a two-grade interval position; (2) accretion across occupational series; (3) movement to vacant higher level position; (4) accretion from an Identical Additional (IA) position; (5) accretion from a nonsupervisory position to a supervisory position; (6) accretion from a nonleader position to a leader position; and (7) accretion across organizational lines.

Accretion of duties must meet the intent of Chapter 23 of Title 5, United States Code and result in the promotion of all employees assigned to that position; or the positions must be filled competitively (i.e., merit promotion, management identification of candidate, and planned management action); or the situation must be reviewed for misassignments (possibly resulting in reassignments).

3. **RESPONSIBILITIES.** All parties participating in the accretion of duties determination process will be held accountable for the determinations made. The primary accountability lies with activity managers who control the assignment of work. The manager's role/responsibilities include providing required information for completion of Justification for Accretion of Duties Promotion (HRO NORVA Form No. 12335/3). Classification's role/responsibilities are to classify the position descriptions (identifying title, series, and grade) and/or coordinate MTP accretion of duties actions. Staffing's role/responsibilities are to make qualification and PPP determinations. Both Classification and Staffing are jointly responsible for assuring the Chapter 23 of Title 5, United States Code criteria are met and determining whether an exception or competition is needed/required in the filling of the position.

JUSTIFICATION FOR ACCRETION OF DUTIES PROMOTION

Incumbent:	SSN:
Old PD #:	New PD #:
Old Org Code:	New Org. Code:
Current position title, series and grade:	New position title, series and grade:
The concept of accretion of duties implies, at the minimum that major changes have taken place in a position in the form of new duties, greater complexity of existing duties, etc. If you have specifically pinpointed such, the following questions must be addressed to explain what events caused the position to be redescribed and recommended for classification at a higher grade. Detailed explanations are required where necessary.	
1. Where did the new duties come from?	
2. How long has the employee been performing new duties?	
3. What were the reasons for assignment of the new duties, i.e.,	
Vacant or encumbered position/billet, civilian/military.	
Reorganization.	
New programs/projects/mission requirements mandated from major claimant level or above;	
New technology.	
Other (Specify/Describe).	
4. Are other employees occupying the same position? If so, why was this individual assigned the duties?	
5. How long has the incumbent occupied this position?	
6. What were the primary duties of the old position?	
7. Could the manager have reasonably known that the new duties were higher level before they were assigned?	
8. Did the position remain in the same organization and retain the same supervisor?	
Classification Specialist/Date	Staffing Specialist/Date

Classification Specialist/Date
HRO NORVA 12335/3 (Rev. 11/99)